

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32101-0000010754	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	Double Window Envelopes- DGS Postal		
Start Time	Finish Time		
09/24/2018 08:33:36 CDT	10/03/2018 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
**Contact:** Douglas Whitcomb  
**Phone:** 615/507-6727  
**Email:** Doug.Whitcomb@tn.gov

## Event Description

The purpose of this Invitation to Bid Event is to purchase a single order of double window envelopes as described in the attached terms, conditions, specifications, and other related bid materials.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://www.tn.gov/generalservices/procurement.html>. Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)

Central Procurement Office Website:

<https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at: <a href="https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html">https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html</a>		Yes		<input type="text"/>

Required: Yes Mandatory ResponseNo

## Response Comments

# Event Details (cont.)

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Question	UOM	Best	Worst	Response
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Please enter the vendor contact, for the purchase order

List the Contact Person's Name

List the Contact Person's Address

List the Contact Person's Phone Number

List the Contact Person's Toll Free Phone Number

List the Contact Person's Pager or Cell Number

List the Contact Person's Email Address

List the Contact Person's Website

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

### Vendor Contact, Purchase Order

The bidder shall list their company's Contact Person. The Contact Person shall be the contact person for all questions regarding the purchase order. Note: The bidder can attach a list of alternate personnel to contact to the bid.

How many days after receipt of purchase order will it take you to deliver this item?

0

Required: Yes Mandatory ResponseNo

### Response Comments

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

- (a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;
- (b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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(c)is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and  
(d)has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

No

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Yes

Required: Yes Mandatory ResponseYes

### Response Comments

The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Warranty Period

Bidder shall indicate their standard warranty period

# Event Details (cont.)

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Event Round	Version		
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Double Window Envelopes- DGS Postal			
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Question	UOM	Best	Worst	Response
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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response: Yes

### Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:  
 List the Service Organizations Address:  
 List the Area(s) in TN that the Service Organization will Service:  
 List the Service Organizations Phone Number:  
 List the Service Organizations Toll Free Number:  
 List the Service Organizations Pager or Cell Phone:  
 List the Service Organizations Fax Number:  
 List the Service Organizations Email Address:  
 List the Service Organizations Website:

Required: Yes Mandatory Response: No

### Response Comments

Associated Terms:

### Service Organization

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# Event Details (cont.)

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Question	UOM	Best	Worst	Response
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Enter the amount and location of your inventory in the space provided below.

List the Average Inventory's Dollar Amount  
Describe the Type of Products in the Inventory  
List the Location of the Inventory

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Inventory

Bidders must have or have available for their own use an inventory of products or supplies sufficient to make shipment within the time stated for delivery. Enter the amount and location of your inventory in the space provided below.

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

#### Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

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1	1		
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## Line Details

**Line:** 1 **Item ID:** **Line Qty:** 6000.0 **UOM:** Thousand  
**Required:** Yes **Reserve Price:** No

**Bid Qty:** 6000

**Description:** DOUBLE WINDOW ENVELOPES

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

### Response Comments

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## Event Details (cont.)

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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



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## Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 6000 UOM: Thousand  
Description: DOUBLE WINDOW ENVELOPES

### Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

### Shipping Information

Schedule:	1	Ship To:	WAREHOUSE ADMINISTRATION
Quantity:	6000		6500 CENTENNIAL BLVD
Due Date:	10/10/2018		NASHVILLE TN 37243-8020
Freight Terms:			United States
Ship Via:	Best Option Available		

# Event Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.  
  
If the information will be submitted in writing please mail to the following address:  
  
Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016